



U.S. Department
of Transportation
**Federal Aviation
Administration**

Great Lakes Region
Illinois, Indiana, Michigan
Minnesota, North Dakota,
Ohio, South Dakota,
Wisconsin

2300 East Devon Avenue
Des Plaines, Illinois 60018

POLICY AND PROCEDURES MEMORANDUM - AIRPORTS DIVISION

NUMBER: 5100.9F
DATE: APR 23 1996
SUBJECT: Maintenance of Airport Data Files
and Airport Master Drawings
CANCELLATION: 5100.9E dated April 1, 1992
REFERENCE: Order 5010.4, Airport Safety Data Program
APPENDICES: 1 - Changes from PPM 5100.9E Dated
April 1, 1992
2 - Resolution of Comments (Internal Use Only)

1. Background. Since the majority of public-use airports are being inspected under contract, there may be occasions when new significant information becomes available to the ADO/Block Grant State between inspections that may require input to the data system. These changes may require a revision to, or a complete new airport master drawing. Airport data changes may result from new airport development (using AIP, PFC, local/State funding, etc.) airspace (7480-1) actions, and from other sources. Some of these changes are not being entered on the FAA Form 5010-1 and/or the airport master drawing, thus depriving the data system of the current, accurate, information needed for chart producers, approach chart publications, etc.

2. Policy/Procedures. Any significant change to data that is shown on the FAA Form 5010-1 for an airport-of-record, both certificated and non-certificated, that comes to the attention of the ADO/Block Grant State, or Part 139 Inspectors, should be entered into the data system. Data changes can be classified as one of two types.

a. The priority data changes, necessitating immediate issuance of a revised 5010, are those critical to flight safety. They are marked by the symbol ">" preceding the element number on the 5010. These data changes include, but are not limited to "operating surface" modifications, i.e., new/abandoned runways, taxiways, aprons, buildings, towers (obstructions), power lines, relocated runway ends, displaced landing thresholds, roads (obstructions) and deletions of such items (see FAA Order 5010.4). Generally, in the case of new construction, the revised 5010 should be submitted when the new facilities are available for use. The

Distribution: AGL-600/601/602/610/620 Originated by: AGL-620
ADO-CHI/ADO-DET/ADO-MSP/ADO-BIS
Block Grant States (Illinois, Michigan, Wisconsin)
Other State Aviation Directors (for information only
through ADO's)/AGL-200 (through AGL-620)

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printing of a new 5010 will usually be required. The following procedure applies to this type of change:

(1) For Certificated Airports. The Airport Safety Assistant in the Safety/Standards Branch (AGL-620) shall be immediately notified of the change. Submit a marked-up copy of both sides of the current 5010 to AGL-620 within 15 working days of the ADO/Block Grant State becoming aware of the change(s).

Airport Safety Assistant, AGL-621.5
FAA
2300 East Devon Avenue
Des Plaines, IL 60018
Tel. 847-294-7013

Minor sketch changes to the 5010 will be put into the system by AGL-620. However, significant 5010 sketch changes have to be done by the airport operator or consultant. These would typically be required due to a new runway/taxiway, a runway/taxiway extension, significant airport expansion, or geometric changes. The ADO will insure that significant 5010 sketch changes are accomplished for a AIP/PFC project. The revised/new sketch should be submitted to AGL-620 for entry into the system.

(2) For Non-Certificated Airports. Headquarters (AAS-330) shall be immediately notified of the change (cc: State, AFSS) by submitting a marked-up copy of both sides of the current 5010 upon the ADO/Block Grant State becoming aware of the change.

Airport Safety Data Branch, AAS-330
FAA
800 Independence Avenue, SW
Washington, DC 20591
Tel. 202-267-8731

The 5010 revision shall be signed and dated, and show the signatory's telephone number in the margin. If the airport was inspected under the current NASAO-CARE contract, prior to completion of the AIP/PFC project (ref: your current 5010 file) formal revision of the 5010 may be required of the airport operator for completed AIP/PFC projects.

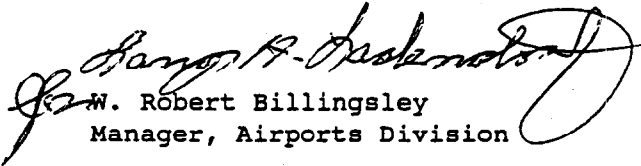
b. The non-priority changes to the airport data system are limited to "information" changes, i.e., change of airport manager, owner, telephone numbers, hours of operation, services, installation or deactivation of NAVAIDS, based aircraft, number of operations, etc. These changes are fed into the data system as "additional information," normally within 15 working days, and are meant to be available for printing in the next issue of the National Flight Data Digest. This procedure will be used solely to keep the airport data file current, and will not result in the issuance of a new 5010 computer print-out. The following procedure applies in these cases:

(1) For Certificated Airports. The Airport Safety Assistant (AGL-620) shall be advised by telephone. No further ADO/Block Grant State action is required. Appropriate action will be taken by AGL-620.

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(2) For Non-Certificated Airports. AAS-330 shall be advised by marked-up 5010. No further ADO/Block Grant State action required until next NASAO-CARE contract inspection.


W. Robert Billingsley
Manager, Airports Division

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APPENDIX 1
PPM 5100.9F

APPENDIX 1 - CHANGES FROM PPM 5100.9E DATED APRIL 1, 1992

1. For certificated airport changes, the ADO shall notify the Airport Safety Assistant of the changes. It will be the airport certification/safety inspector's decision whether to require the airport operator to provide a revised 5010 reflecting significant airport work. The ADO should discuss inclusion of a 5010 sketch revision as part of an AIP project involving significant airport changes with the airport operator.